

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 4400TC

1 SEPTEMBER 2004

Manpower Standard

**COMBAT READINESS TRAINING CENTER (CRTC)
CIVIL ENGINEER**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the Combat Readiness Training Center (CRTC) Civil Engineer. This ANGMS applies to the Combat Readiness Training Center, Civil Engineer mission only, at the Alpena, Gulfport, Savannah and Volk Field CRTC's. This standard applies to peacetime operations only. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Combat Readiness Training Center function. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson ANG Base, TN 37777-6283.

1. STANDARD DATA.

- 1.1. Approval Date: 1 September 2004.
- 1.2. Man-hour Data Source: Operational Audit method (historical record and technical estimate techniques).
- 1.3. Standard Man-hour Equation: $Y = 1$ (Constant Manpower).
- 1.4. Points of Contact.

1.4.1. Functional: Mr. Pat Welch, ANG/C4R

1.4.2. Manpower: Major Brian Cotton, ANG/XPME/OTLN

2. APPLICATION INSTRUCTIONS: This work center requires constant manpower of four authorizations. No other application instructions apply.

3. STATEMENT OF CONDITIONS: The conditions listed below had no affect on the development of this standard. Minimum response rates, minimum manpower levels, standardized crew complements, safety considerations, aircraft turn-around time, length of waiting periods, levels of backlog and hours of operation.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

Abbreviations and Acronyms

A-E - Architect-Engineer

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

BASH - Bird/Wildlife Aircraft Strike Hazard

BCE - Base Civil Engineering

BCP - Base Comprehensive Plan

CE - Civil Engineering

CRTC - Combat Readiness Training Center

DoD - Department of Defense

ECAMP - Environmental Compliance Assessment and Management

HAZMAT - Hazardous Material

IAW - In Accordance With

IRP - Installation Restoration Program

JOC - Job Order Contract

LBP - Lead Based Paint

MILCON - Military Construction

OI - Operating Instruction

PCB - Polychlorinated Biphenyl

PD - Position Description

PPP - Pollution Prevention Program

PWS - Performance Work Statement

SABER - Simplified Acquisition and Base Engineering Requirements

SAV - Staff Assistance Visit

T&A - Time and Attendance

TDY - Temporary Duty

USAF - United States Air Force

UST - Underground Storage Tank

UTA - Unit Training Assembly

WCD - Work Center Description

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

Man-hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Staffing Pattern. Constant manpower.

Work Center Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

**WORK CENTER DESCRIPTION
COMBAT READINESS TRAINING CENTER (CRTC)
CIVIL ENGINEER**

Table A2.1. Listing of Functional Process.

1.	MANAGEMENT.
1.1.	ADMINISTERS EMPLOYEE.
1.1.1.	DETERMINES NEED FOR MANPOWER AUTHORIZATION.
1.1.1.1.	DIRECTS THE PREPARATION AND SUBMITS HIRING AND ADVERTISING REQUEST.
1.1.1.2.	DIRECTS THE PREPARATION AND SUBMITS PERFORMANCE WORK STATEMENT (PWS).
1.1.2.	MANAGES SPECIAL HIRING PROGRAM. Takes appropriate action to effect the hiring of an employee.
1.1.2.1.	HIRES OVERHIRE.
1.1.2.2.	HIRES SPECIAL EMPLOYEE.
1.1.3.	HIRES SUBORDINATE CIVILIAN WORK CENTER EMPLOYEE.
1.1.3.1.	WRITES POSITION DESCRIPTION (PD) FOR SUBORDINATE SUPERVISOR.
1.1.3.2.	APPROVES PD FOR OTHER SUBORDINATE PERSONNEL.
1.1.3.3.	REVIEWS ANALYSIS WORKSHEET.
1.1.3.4.	COORDINATES ON SUBORDINATE SUPERVISOR HIRING.
1.1.3.5.	DETERMINES METHODOLOGY OF CIVILIAN AND MILITARY HIRES.
1.1.3.6.	REVIEWS PERSONNEL DATA.

1.1.3.7.	INTERVIEWS APPLICANT.
1.1.3.8.	FINALIZES SELECTION.
1.1.4.	RECEIVES AND APPROVES/DISAPPROVES CAREER OPPORTUNITY DEVELOPMENT PROGRAM REQUEST. Reviews requests and makes decision.
1.1.5.	INDOCTRINATES NEW EMPLOYEE. Conducts initial interview, makes original job assignment, and acquaints new supervisor with work center.
1.1.6.	MANAGES ORGANIZATIONAL TRAINING PROGRAM.
1.1.6.1.	REVIEWS AND APPROVES REQUEST, AUTHORIZATION AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT.
1.1.6.2.	SETS UP TRAINING REQUIREMENT.
1.1.6.3.	REVIEWS TRAINING PROGRAM.
1.1.6.4.	ESTABLISHES TRAINING PRIORITY.
1.1.7.	RATES PERFORMANCE.
1.1.7.1.	CONDUCTS PERIODIC PERFORMANCE REVIEW.
1.1.7.2.	PREPARES MILITARY AND CIVILIAN EVALUATION. Analyzes position, position description, and work center goals; drafts performance plan elements and standards; discusses proposed performance plan with employee; finalizes performance plan; drafts substantiation of ratings; marks appraisal factors - manner of performance; and finalizes performance appraisal.
1.1.7.3.	INDORSES MILITARY AND CIVILIAN APPRAISAL. Reviews performance and promotion appraisal, reviews rebuttal letter, reviews endorsement, and finalizes endorsement.
1.1.7.4.	ACCOMPLISHES QUALITY CONTROL REVIEW.
1.1.8.	NOMINATES EMPLOYEE FOR AWARD. Authors/reviews draft and signs final recommendation.
1.1.9.	SUBMITS AWARD RECOMMENDATION FOR SUBORDINATE.

1.1.10.	MONITORS UNIT PRODUCTIVITY AND ENHANCEMENT ACTIVITY. Develops, reviews, and submits facility and organizational improvement packages.
1.2.	SCHEDULES SUBORDINATE EMPLOYEE. Reviews work requirement, establishes priority, reviews personnel status, and approves annual leave and duty schedule.
1.3.	DIRECTS THE PREPARATION OF STANDARD PUBLICATION OR OTHER DIRECTIVE. Reviews draft and signs final copy. Directs annual review of base and unit regulation and supplement to headquarters regulation. Reviews other official and technical publication or literature.
1.3.1.	DIRECTS THE PREPARATION OF REGULATION, OPERATING INSTRUCTION (OI), OR SUPPLEMENT.
1.3.2.	DIRECTS THE PREPARATION OF BULLETIN, POLICY LETTER, OR PROCEDURE.
1.3.3.	DIRECTS THE PREPARATION OF PLAN, PROGRAMMING PLAN, PROGRAM DIRECTIVE, OR PROGRAM GUIDANCE LETTER.
1.3.4.	DIRECTS THE PREPARATION OF PERFORMANCE STANDARD OR CHECKLIST.
1.3.5.	DIRECTS THE PREPARATION OF SELF-INSPECTION CHECKLIST.
1.4.	COUNSELS SUBORDINATE EMPLOYEE.
1.4.1.	COUNSELS EMPLOYEE ON PERFORMANCE AND PROGRESS IN CAREER DEVELOPMENT AND IMPROVEMENT.
1.4.2.	COUNSELS AND ASSISTS INDIVIDUAL WITH MORALE, WELFARE, OR DISCIPLINARY PROBLEM.
1.4.3.	TAKES NECESSARY CORRECTIVE ACTION REQUIRED TO MAINTAIN DISCIPLINE.
1.4.4.	RESPONDS TO GRIEVANCE.
1.5.	MANAGES SUBORDINATE WORK CENTER.
1.5.1.	PRIORITIZES WORK. Sets priority for subordinate work center.

1.5.2.	INSPECTS WORK IN PROGRESS. Inspects and reviews subordinate work center activity.
1.5.3.	ASSISTS SUBORDINATE WORK CENTER WITH TECHNICAL PROBLEM. Assists subordinate work center in technical preparation of environmental plan, requirements and management plans, base comprehensive plan, or other applicable documents.
1.5.4.	INFORMS SUBORDINATE WORK CENTER SUPERVISOR. Informs subordinate work center personnel on change affecting work center activity.
1.6.	REVIEWS INCOMING DISTRIBUTION. Reviews incoming correspondence for information and required action.
1.7.	REVIEWS OUTGOING DISTRIBUTION. Reviews outgoing correspondence for completeness/accuracy and signs.
1.8.	REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report and statistical data for impact on Civil Engineering (CE) operations and possible trends requiring management action.
1.9.	DIRECTS AND APPROVES FUNDS EXPENDITURE.
1.9.1.	REVIEWS BUDGET ESTIMATE. Provides direction for subordinate work center preparation of budget inputs, reviews justification, reviews budget program goal with financial manager and other supervisors, and responds to follow-on inquiry
1.9.2.	MONITORS STATUS OF ONGOING EXPENDITURES.
1.9.3.	FORMULATES UNFUNDED REQUIREMENT WITH SUBORDINATE WORK CENTER.
1.9.4.	REPROGRAMS FUNDS.
1.9.5.	REVIEWS AND APPROVES GOVERNMENT PURCHASE CARD PURCHASE.
1.9.6.	REVIEWS AND APPROVES AF IMT 9, <i>REQUEST FOR PURCHASE</i> .
1.9.7.	DIRECTS OUT-OF-CYCLE FUNDS REQUEST.
1.10.	REVIEWS AND APPROVES DOCUMENT.

1.10.1.	DRAFTS, REVIEWS AND APPROVES DD FORM 1391, <i>MILITARY CONSTRUCTION (MILCON) PROJECT DATA</i> .
1.10.2.	REVIEWS AND APPROVES AF IMT 332, <i>BASE CIVIL ENGINEER (BCE) WORK REQUEST</i> .
1.10.3.	REVIEWS AND APPROVES BASE CIVIL ENGINEER WORK ORDER.
1.10.4.	REVIEWS AND APPROVES REQUEST FOR OVERTIME, HOLIDAY PREMIUM PAY, AND COMPENSATORY TIME.
1.10.5.	REVIEWS AND APPROVES REQUEST AND AUTHORIZATION FOR TEMPORARY DUTY (TDY) TRAVEL OF DEPARTMENT OF DEFENSE (DoD) PERSONNEL.
1.10.6.	REVIEWS AND APPROVES UTILITY BILL.
1.10.7.	REVIEWS AND APPROVES TIME AND ATTENDANCE (T&A) RECORD.
1.10.8.	REVIEWS AND APPROVES AF IMT 601, <i>EQUIPMENT ACTION REQUEST</i> .
1.10.9.	REVIEWS AND APPROVES REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR.
1.10.10.	REVIEWS AND APPROVES AF 1445, <i>MATERIALS AND EQUIPMENT LIST</i> .
1.10.11.	REVIEWS AND APPROVES AF IMT 3215, <i>IT/NSS REQUIREMENTS DOCUMENT</i> .
1.10.12.	REVIEWS AND APPROVES REQUEST AND AUTHORIZATION FOR CHANGE OF ADMINISTRATIVE ORDER.
1.10.13.	REVIEWS AND APPROVES AUTHORIZED LONG DISTANCE TELEPHONE CALL.
1.10.14.	REVIEWS AND APPROVES CONTRACT (IN-HOUSE) WORK SCHEDULE.
1.10.15.	REVIEWS AND APPROVES ENGINEERING DRAWING.
1.10.16.	REVIEWS AND APPROVES CONSTRUCTION DRAWING, PLAN, AND SPECIFICATION.
1.10.17.	REVIEWS AND APPROVES FIRE PROTECTION ACTIVITY REPORT.

1.10.18.	REVIEWS AND APPROVES OTHER APPROPRIATE DOCUMENT. Reviews and approves other appropriate document and annual appointment letter.
1.11.	PREPARES CORRESPONDENCE. Reviews and assembles associated material, drafts correspondence, and finalizes correspondence.
1.11.1.	PREPARES RESPONSE TO CONGRESSIONAL INQUIRY.
1.11.2.	PREPARES REPLY FOR GROUP AND BASE COMMANDERS.
1.11.3.	PREPARES TECHNICAL PAPER AND REPORT.
1.11.4.	PREPARES POINT, BACKGROUND, AND TALKING PAPER.
1.11.5.	PREPARES OTHER CORRESPONDENCE.
1.12.	DRAFTS ELECTRONIC MAIL (E-MAIL) CORRESPONDENCE.
1.13.	READS, REVIEWS, AND RESPONDS TO E-MAIL CORRESPONDENCE.
1.14.	INSPECTS FACILITY.
1.14.1.	INSPECTS BCE FACILITY. Periodically inspects work center facility or work site for health and safety, housekeeping, security, fire hazard, or equipment conditions requiring attention; signs report, and forwards to proper agency.
1.14.2.	INSPECTS BASE FACILITY. Directs follow-up effort to correct problem encountered.
1.14.3.	REVIEWS UNITED STATES AIR FORCE (USAF) HAZARD REPORT. Signs USAF hazard report, reviews response from safety office, appeals response, and reviews answer to appeal.
1.15.	ACCOMPANIES AND ASSISTS VISITING OFFICIAL. Accompanies and assists visitor from outside the CE organization.
1.16.	CONSULTS WITH SALES, ARCHITECT-ENGINEER (A-E), OR CONTRACTOR REPRESENTATIVE.

1.17.	COORDINATES BASE ACTION WITH HIGHER AUTHORITY. Coordinates environmental issue, facilities board action, Base Comprehensive Plan (BCP) matter, contracting matter, manpower or manning issue, fire protection matter, or other issue with higher authority. Initiates and requests staff assistance visit (SAV).
1.18.	COORDINATES UNIT TRAINING ASSEMBLY (UTA) CONCERNS.
1.19.	COORDINATES CE CONCERN WITH OTHER BASE ORGANIZATION.
1.20.	PROVIDES TECHNICAL ASSISTANCE AND COORDINATION.
1.20.1.	PROVIDES TECHNICAL ASSISTANCE TO CONTRACTING OFFICER. Provides assistance relating to contracting requirement or negotiation.
1.20.2.	PROVIDES TECHNICAL ASSISTANCE TO OTHER ACTIVITY. Provides assistance to base activity, higher command, construction agency, or manufacturer's representative on design and construction of facility or other technical engineering matter.
1.21.	REVIEWS PROPOSED FACILITY AND SPACE USE ISSUE. Coordinates space utilization with Commander and facility manager.
2.	MANPOWER AND PERSONNEL. Reviews, coordinates, and assists with information pertaining to personnel action and/or manpower authorization from subordinate function.
3.	INSTALLATION MANAGEMENT.
3.1.	PREPARES FOR AND SERVES ON BASE FINANCIAL MANAGEMENT BOARD.
3.2.	PREPARES FOR AND SERVES ON BASE FACILITIES BOARD.
3.3.	PREPARES FOR AND SERVES ON BASE ENVIRONMENTAL PROTECTION COMMITTEE.
3.4.	PREPARES FOR AND SERVES ON BASE DISASTER PREPAREDNESS COMMITTEE.
3.5.	PREPARES FOR AND SERVES ON BASE CIVILIAN EMPLOYMENT AND COST MANAGEMENT COMMITTEE.

3.6.	PREPARES FOR AND SERVES ON STATE RESERVE ARMED SERVICES FACILITIES BOARD.
3.7.	PREPARES FOR AND SERVES ON AIR TRAFFIC CONTROL BOARD.
3.8.	PREPARES FOR AND SERVES ON EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE.
3.9.	PREPARES FOR AND SERVES ON ENERGY STEERING GROUP.
3.10.	PREPARES FOR AND SERVES ON WORK ORDER REVIEW PANEL.
3.11.	PREPARES FOR AND SERVES ON SNOW AND ICE CONTROL COMMITTEE.
3.12.	PREPARES FOR AND SERVES ON COMBINED OCCUPATIONAL SAFETY HEALTH COMMITTEE.
3.13.	PREPARES FOR AND SERVES ON TRAFFIC SAFETY COORDINATING COMMITTEE.
3.14.	PREPARES FOR AND SERVES ON RESOURCES PROTECTION BOARD.
3.15.	PREPARES FOR AND SERVES ON COMMUNICATIONS-COMPUTER SYSTEM REQUIREMENTS BOARD.
3.16.	PREPARES FOR AND SERVES ON ENVIRONMENTAL COMPLIANCE ASSESSMENT AND MANAGEMENT (ECAMP) SUBCOMMITTEE.
3.17.	PREPARES FOR AND SERVES ON POLLUTION PREVENTION SUBCOMMITTEE.
3.18.	PREPARES FOR AND SERVES ON RESTORATION ADVISORY BOARD.
3.19.	PREPARES FOR MEETING.
3.19.1.	PREPARES FOR COMMANDER'S UPDATE BRIEFING.
3.19.2.	PREPARES FOR BASE CE UPDATE BRIEFING (STAFF MEETING).
3.19.3.	PREPARES FOR WORK ORDER (CONTRACT) SCHEDULING MEETING.

3.19.4.	PREPARES FOR CORPS OF ENGINEERS UPDATE MEETING.
3.19.5.	PREPARES FOR WEEKLY SUBORDINATE WORK CENTER MEETING.
3.19.6.	PREPARES FOR CONTRACT STATUS REVIEW MEETING.
3.19.7.	PREPARES FOR SIMPLIFIED ACQUISITION AND BASE ENGINEERING REQUIREMENTS (SABER) CONTRACT OR JOB ORDER CONTRACT (JOC) MEETING.
3.19.8.	PREPARES FOR PRE-CONSTRUCTION MEETING.
3.19.9.	PREPARES FOR PARTNERING MEETING.
3.19.10.	PREPARES FOR A-E SELECTION BOARD.
3.19.11.	PREPARES FOR PRE-DESIGN MEETING.
3.19.12.	PREPARES FOR CONSTRUCTABILITY MEETING.
3.19.13.	PREPARES FOR MAINTAINABILITY MEETING.
3.19.14.	PREPARES FOR CRTC STAFF MEETING.
3.19.15.	PREPARES FOR GROUP STAFF MEETING.
3.19.16.	PREPARES FOR LABOR/MANAGEMENT (UNION) ACTIVITIES MEETING.
3.19.17.	PREPARES FOR UNIT SAFETY MEETING.
3.20.	CONDUCTS MEETING.
3.20.1.	CONDUCTS COMMANDER'S UPDATE BRIEFING.
3.20.2.	CONDUCTS BASE CE UPDATE BRIEFING (STAFF MEETING).
3.20.3.	CONDUCTS WORK ORDER (CONTRACT) SCHEDULING MEETING.

3.20.4.	CONDUCTS ANNUAL PLANS BRIEFING.
3.20.5.	CONDUCTS CORPS OF ENGINEERS UPDATE MEETING.
3.20.6.	CONDUCTS ANNUAL SAFETY BRIEFING.
3.21.	ATTENDS MEETING.
3.21.1.	ATTENDS WEEKLY SUBORDINATE WORK CENTER MEETING.
3.21.2.	ATTENDS CONTRACT STATUS REVIEW MEETING.
3.21.3.	ATTENDS ANNUAL PLANS BRIEFING.
3.21.4.	ATTENDS SABER/JOC CONTRACT MEETING.
3.21.5.	ATTENDS PRE-CONSTRUCTION MEETING.
3.21.6.	ATTENDS PARTNERING MEETING.
3.21.7.	ATTENDS A-E SELECTION BOARD.
3.21.8.	ATTENDS PRE-DESIGN MEETING.
3.21.9.	ATTENDS CONSTRUCTABILITY MEETING.
3.21.10.	ATTENDS MAINTAINABILITY MEETING.
3.21.11.	ATTENDS CRTC STAFF MEETING.
3.21.12.	ATTENDS GROUP STAFF MEETING.
3.21.13.	ATTENDS MEETING ON LABOR/MANAGEMENT (UNION) ACTIVITY.
3.21.14.	ATTENDS UNIT SAFETY MEETING.
3.21.15.	ATTENDS INFORMATION MANAGEMENT MEETING.

3.22.	HOSTS MEETING AND CONFERENCE.
3.23.	SERVES AS MEMBER OF SECURITY COUNCIL.
3.24.	EFFECTS MUTUAL AID AGREEMENT WITH SURROUNDING COMMUNITY. Effects mutual aid agreement to include fire protection, ambulance service, disaster response, and joint air use agreement.
3.25.	SERVES AS BASE FIRE MARSHAL. Responds to alarm, reviews fire protection program, reviews training program, oversees fire prevention program, reviews equipment and manning status, oversees vehicle and manpower availability issue, monitors status of detection and suppression systems, and oversees mutual aid program.
3.26.	IDENTIFIES AND DIRECTS WORK REQUIREMENT. Identifies key interest items and priority. Provides focus and oversight to subordinate manager relevant to specific program or plan. Keeps track of and gives direction to subordinate on division work requirement.
3.26.1.	DIRECTS MILCON PROGRAM.
3.26.2.	DIRECTS A-E DESIGN PROGRAM.
3.26.3.	DIRECTS CONSTRUCTION CONTRACT PROGRAM.
3.26.4.	DIRECTS BASE COMPREHENSIVE PLAN.
3.26.5.	DIRECTS ENERGY CONSERVATION PROGRAM.
3.26.6.	DIRECTS IN-SERVICE WORK PROGRAM.
3.26.7.	DIRECTS ENVIRONMENTAL COMPLIANCE ASSESSMENT AND MANAGEMENT PROGRAM.
3.26.8.	DIRECTS SOLID WASTE MANAGEMENT PROGRAM.
3.26.9.	DIRECTS HAZARDOUS MATERIAL (HAZMAT) PROGRAM.
3.26.10.	DIRECTS AIR QUALITY PROGRAM.
3.26.11.	DIRECTS ASBESTOS PROGRAM.

3.26.12.	DIRECTS RADON PROGRAM.
3.26.13.	DIRECTS WATER QUALITY PROGRAM.
3.26.14.	DIRECTS INSTALLATION RESTORATION PROGRAM (IRP).
3.26.15.	DIRECTS UNDERGROUND STORAGE TANK (UST) PROGRAM.
3.26.16.	DIRECTS POLYCHLORINATED BIPHENYL (PCB) PROGRAM.
3.26.17.	DIRECTS NOISE ABATEMENT PROGRAM.
3.26.18.	DIRECTS HAZARDOUS WASTE MANAGEMENT PROGRAM.
3.26.19.	DIRECTS PESTICIDE AND HERBICIDE PROGRAM.
3.26.20.	DIRECTS LEAD BASE PAINT (LBP) PROGRAM.
3.26.21.	DIRECTS NATURAL RESOURCES PROGRAM.
3.26.22.	DIRECTS POLLUTION PREVENTION PROGRAM (PPP).
3.26.23.	DIRECTS ENVIRONMENTAL IMPACT ANALYSIS PROGRAM.
3.26.24.	DIRECTS ROOF MANAGEMENT PROGRAM.
3.26.25.	DIRECTS AIRFIELD PAVEMENT PROGRAM.
3.26.26.	DIRECTS EXTERIOR PAINTING PROGRAM.
3.26.27.	DIRECTS BIRD AIR STRIKE HAZARD (BASH) PROGRAM.
3.26.28.	DIRECTS THE BACKFLOW PREVENTION PROGRAM.
3.26.29.	DIRECTS THE PRESSURE VESSEL PROGRAM.
3.26.30.	DIRECTS THE CONFINED SPACE PROGRAM.

3.26.31.	DIRECTS THE UNIT SELF-INSPECTION PROGRAM.
3.26.32.	DIRECTS THE BASE PAVEMENT PROGRAM.
3.26.33.	DIRECTS THE INTERNAL CONTROL REVIEW PROGRAM.
3.26.34.	DIRECTS SABER/JOC PROGRAM.
3.26.35.	DIRECTS SIGNAGE PROGRAM.
3.26.36.	DIRECTS OTHER PROGRAM.
4.	TRAVEL. Accomplishes temporary duty travel to accomplish official job-oriented duty.
5.	EXERCISE PARTICIPATION. Participates in headquarters directed exercise.
5.1.	PARTICIPATES IN DISASTER PREPAREDNESS EXERCISE.
5.2.	PARTICIPATES IN SPILL RESPONSE EXERCISE.
5.3.	PARTICIPATES IN OTHER HEADQUARTERS-DIRECTED EXERCISE.
6.	EMERGENCY RESPONSE. Responds to natural disaster, aircraft accident, fuel spill, and other emergency.
7.	UTA PREPARATION. Prepares training material to ensure military personnel will meet contingency requirements upon mobilization.
8.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3

MANPOWER TABLE

Table A3.1. Standard Manpower Table.

Work Center	Air Force Specialty Title	AFSC	Manpower Requirement							
Civil Engineer	Civil Engineer	032EX	1							
Total			1							

Note. AFSCs may be adjusted at the discretion of the Commander.